



THE ULTIMATE (AND UNOFFICIAL) GUIDE

DURHAM FAMILIES

2022 - 2023 SCHOOL YEAR



Welcome!

Let us be among the first to welcome you to the thriving and diverse community of families, teachers and students who are working to make every child's potential a reality at Durham Elementary!

The Durham Parent Teacher Association (PTA) put together this guide to help introduce you to the school and to ensure you and your family have a great start at Durham. We know the transition to "real" school for our youngest students can be anxiety-inducing at times -- and we're here to help.

Inside, you will find pages and pages of information. Please don't get overwhelmed! This is intended as a reference guide, so when you have questions, you can turn to this packet for answers. You can also find a digital copy on our website at durhampta.org.

Guide Contents

- Families' summer checklist
- About the Durham PTA
- Durham PTA frequently asked questions (FAQ)
- Durham PTA calendar of events
- Durham PTA committees
- HISD Calendar
- Durham uniform policy
- How to sign up to volunteer on campus (VIPS)
- About After3 after school care and enrichment classes

We can't wait to meet you at an upcoming campus event, at our annual adults-only fundraiser, or in the Durham Garden during one of our campus beautification days! Deep and diverse community engagement is one of the things that make our school special - so we welcome every adult to give of their time, talent or treasure to help our students thrive.

Go Dalmatians!

The Durham Elementary PTA



Durham Dalmatian Family Summer Checklist

GET READY

- Buy school supplies by 8/8 at durhampta.org/supplies
- Review the uniform guidelines (check Costco & Target for deals)
- Buy logo polos and t-shirts at the Back to School events (optional)
- Pre-K only: buy 1" red and blue folding nap mats (no pillows or fabric of any kind)
- Attend the "Paletas y Profesores" (Meet the Teacher) event on campus on 8/17

GET CONNECTED

- Follow **Durham Elementary School PTA** on Facebook
- Follow **@durhamespta** on Instagram
- Download the **ParentSquare** app (get more info at Meet the Teacher) for Durham families only updates/news
- Check out our website at durhampta.org
- Email us when you need something at pta@durhampta.org

HELP OUR STUDENTS THRIVE!

Volunteer your time, talent or treasure

- **Sign up** to volunteer or donate your skills (no PTA membership required!) at durhampta.org/volunteer
- **Join** the Durham PTA in order to vote on spending, officers, and more at monthly meetings at durhampta.org/join
- **Donate** towards enrichment programs, technology upgrades and campus improvements at durhampta.org
- **Sponsor** as a family or local business to support Durham in a big way at durhampta.org/sponsor.
- **Corporate** match information can be emailed to sponsorships@durhampta.org to double your contribution.

MAKE YOUR EVERYDAY PURCHASES COUNT

- Sign up for Amazon Smile with Durham Elementary
- Link your Kroger card to Durham Elementary School PTA
- Download the Box Tops for Education app and submit your receipts
- Present Durham Elementary's school ID (70097774) when you shop at Office Depot



About the Durham Elementary PTA

The Durham Elementary PTA is a joint body of families and teachers working together to promote safe, diverse, and enriching lives for all students.

WHAT DOES THE PTA DO?

The PTA does a lot! But the activities can be summarized into 2 categories:

FUNDRAISING

The PTA raises over \$90,000 each year to support the school, including enrichment programs, school events, staff appreciation, technology upgrades and campus improvements. Because our teachers are the single most important part of our students' education, we set aside over \$8,000 in grants every year to reimburse their classroom out-of-pocket expenses, and another \$3,000 for teacher appreciation. From iFest to new smart boards, Hispanic Heritage night to the Durham Garden, our fundraising provides many of the 'extras' that you see on campus.

ENGAGEMENT & VOLUNTEERING

The PTA spearheads coordination of many extracurricular activities that enrich the lives of our students, teachers and staff. Spotty Fundraiser, campus beautification, book fairs, Spring Fling (spring festival), and pumpkin carving activities are all populated by volunteers coordinated by the PTA. At Spotty Mart, students can shop for holiday gifts for their loved ones, getting a lesson about spending and budgeting along the way. In the Durham Garden, they can bite into fresh produce they helped to grow. During STEAM week, volunteers coordinate school assemblies of scientists and artists that inspire everyone who attend. All made possible by our amazing body of volunteers!

WHAT HAPPENS AT PTA MEETINGS?

The format of our PTA meetings can be surprising to new members. We are a member of the Texas Parent Teacher Association, which means we follow strict bylaws as a non-profit organization. Monthly general PTA meetings have specific agendas, including reading the previous meeting's minutes, approving new budget items, and hearing reports from committee leads. **Many decisions and almost all of the work for the PTA happen outside of general PTA meetings**, usually at committee meetings. PTA meetings are great opportunities to meet other members, hear about upcoming events, and learn about opportunities to get involved.

HOW DO I GET INVOLVED IN A PTA COMMITTEE?

The PTA general membership votes on six officer positions that lead all PTA activities each May. These officer roles are President, Treasurer, Secretary, VP1 Communications & Engagement, VP2 Volunteers, Membership & Engagement, and VP3 Fundraising. These officers work hard over the summer to recruit committee leads. Each committee lead is in charge of recruiting as many members as required to carry out the mission of their committee.

We are always seeking new volunteers to help - and you don't even have to be a PTA member to contribute your time or talent. Email us, attend our first PTA meeting on 9/13, or look for PTA tables the first week of school to sign up.

Don't know where to get started? Go to durhampta.org/volunteer to let us know and we'll connect you with a committee lead ASAP!

WHO CAN I CONTACT FOR MORE INFORMATION?

- **Jason Levar** - President: pta@durhampta.org
- **Natalie Carmouche** - VP Membership & Volunteers - vp1@durhampta.org
- **Gloria Bounds** - Membership: membership@durhampta.org
- **Fatima Gilbert** - Volunteer Coordinator: volunteers@durhampta.org

Durham Elementary PTA FAQ

These are our unofficial answers to the questions PTA members get most often from new families! Please attend school events or contact the school directly for the latest, most accurate information.

1. What time is my child's lunch and can I join them?

Every grade level is assigned a lunch break window. Confirm with your child's teacher their designated time. Pre-COVID, you could join your child for lunch but must first check in at the front office and present your state ID/DL. We still need more guidance for this year.

2. Can I volunteer at Durham and in my child's classroom?

Absolutely! Our teachers and staff always appreciate your time. You can support the classroom parents and reach out to your child's teacher to find out how. To volunteer on any HISD campus and go on field trips, HISD requests volunteers to sign-up via the Volunteers In Public Schools (VIPS) website every year to process background checks. See the VIPS flyers in this packet for more info.

3. What is the Durham dress code?

See attached document on the dress code students are expected to follow. Kids who prefer t-shirts (instead of polos) like the 3-packs of logo shirts available on the Spotty Store. College shirts or Durham spirit (Field Day, IB, iFest) shirts may be worn on FRIDAYS ONLY with jeans. Otherwise students are expected to be in uniform.

Students usually have the opportunity to earn Free Dress Friday passes allowing them to wear school appropriate free choice clothing on specified days. Students not wearing the school uniform will be asked to change and caregivers will be called and asked to bring a change of clothing to school. Especially for our littlest scholars, we recommend sending extra clothes in your child's backpack as accidents can happen.

4. What school supplies do I need to buy for my child?

The Durham PTA coordinates purchase and delivery of required supplies for our 28 classrooms at bulk prices and passes on the savings to our families.

Buying is easy at <http://www.durhampta.org/supplies>.

This helps us:

- Decrease the cost of supplies for our families
- Make classrooms fully ready on the first day of school
- Give our teachers the exact number and style of each supply they need

We buy over 6,000 pencils, 1,800 composition books, 500 sets of markers, 500 boxes of tissues, and more! The cost is \$45 per student. **Please order by August 8th.**

PK only: Nap mats are recommended for rest time. These are the inexpensive blue and red foldable nap mats available at Walmart. Like uniforms, it's best if they are all basically the same. Especially with COVID, no pillows, blankets, towels or other fabrics are allowed. Nap mats must be purchased separately and are not coordinated by the PTA.

5. What is the daily schedule?

This is the daily schedule in past years:

7:25 Front gate opens

7:30 Instruction begins (including breakfast in the classroom)

2:50 Dismissal

Students can expect special activities in their daily schedule, like:

30 Minute Recess

45 Minute Enrichment/Specials

30 Minute Rest Time (PK only)

6. When are students considered absent? Tardy?

In past years, students must be in class at 9:30 am to be considered present for the day. We recommend making doctor appointments after attendance is taken to ensure the school does not lose funding associated with classroom attendance. Students arriving after 7:50 am are counted tardy. The circle gate closes promptly at 7:50, so after this time you will need to park and walk your child into the school.

7. When can I pick up my child early?

Early pick-ups must happen before 2 pm. After 2 pm, the school begins dismissal procedures which can't be changed to release a given student. This shifts to 10:30 am on early dismissal days.

8. How do I get my child into school?

At the start of school, families elect the way their child will most commonly be transported to and from campus. This helps keep the kids safe. Choices include:

- **Car riders.** Go through Circle Drive on Candlelight by car (1st-5th) or the Brinkman line (Prek/K and Prek/K siblings). Lines form for pick up and drop off. Expect to line up by 7:20 am in the mornings to make it to drop off on time.
- **Walkers:** Walk up to the main entrance on Candlelight (1st-5th) or the Brinkman gate (Prek/K and Prek/K siblings). You may park in the neighborhood and walk your student to the main entrance. Be aware of neighbors' driveways and heavy traffic. Please use all crosswalks to be safe. Vehicles have been ticketed for parking violations before!
- **After3:** For those in the After3 program, the child is walked to After3 and must be picked up by the end of the After3 program. If you are running late, call the front office.

9. How do meals work?

In previous years, HISD offered free breakfast and lunch to students at all schools in the district. The district ensures students eat healthy meals so they can stay focused on learning throughout the school day. Breakfast is served in the classroom and lunch in the cafeteria. No paperwork has previously been required for free meals.

If bringing lunch from home, students should be able to carry and open up their own bags, lunch boxes, juice boxes and snack bags. Kids can get it with a little practice before the first day of school. Of course, staff will help kids with lunch when needed!

10. Where can I learn more information?

- PTA: <https://www.durhampta.org>
- School: <https://www.houstonisd.org/domain/12141>
- Tuition- Based Pre-K: <https://www.houstonisd.org/Page/126419>
- School supplies, PTA memberships and more: <https://www.durhampta.org/>

Mark Your Calendars!

The PTA has tons of exciting activities planned for the 2022-2023 school year.

August

- 8 School supplies orders due!
- 13 Campus beautification workday
- 17 "Paletas y Profesores" (Meet the Teacher)
- 22 Boohoo/Yahoo breakfast for adults

September

- 10 Campus beautification workday
- 13 PTA General Meeting
- 15 MENTor's Committee Meeting
- 22 New PTA member mixer

October

- 8 Campus beautification workday
- 9 Durham Silent Auction begins
- 11 PTA General Meeting
- 15 Conclusion of Durham SilentAuction, an adults-only fundraiser
- 27 Pumpkin carving event
- 24 - 28 Fall Book Fair

November

- 8 PTA General Meeting
- 10 Spotty FUNdraiser
- 12 Campus beautification workday

December

- 6 - 9 Spotty Mart
- 10 Campus beautification workday
- 15 Family Literacy Night/Winter Program

January

- 17 PTA General Meeting
- 21 Campus beautification workday
- 23-27 STEAM Week
- 26 Math and Science Night
- TBA International Fest!

February

- 11 Durham Gala
- 15 PTA General Meeting
- 16 Black History Month event
- 18 Campus Beautification

March

- 7 PTA General Meeting
- 18 Campus beautification workday
- 30 PTA Member Mixer

April

- 8 Campus beautification workday
- 11 PTA General Meeting
- 15 Spring Fling Festival
- 24 - 28 Spring Book Fair

May

- 1 - 5 Staff Appreciation Week
- 9 PTA General Meeting
- 13 Campus beautification workday

June

- TBA PTA volunteer appreciation dinner

Durham's Digital Silent Auction

Get ready for the first fundraiser of the year!

Bidding begins October 9

Auction Closes and Adult Happy Hour October 15

More information to follow on ParentSquare



What Are All These Events?!

Durham and the PTA host a wide variety of events throughout the year. Here's a short primer on the basics of some of the events. More info is available at durhampta.org.

August

- Boohoo/Yahoo breakfast

The first day of school is an emotional time for all families. Join other adults (usually in the library) to dry your tears of sadness/joy with coffee and donuts.

September

- New PTA member mixer

Join the board and other PTA members for an informal mixer. A great opportunity to meet new people.

- Campus beautification workday

Durham is a school built and maintained with a lot of love and sweat equity. A crew of willing and able adults, teachers and students donate their time and muscle to various outdoor projects.

October

- Durham Auction, an adults-only fundraiser
A digital auction, running over the course of one week, that includes items from local businesses, vacation rentals, naming rights for the Durham Circle Drive, and more. Ends with an adult happy hour with auction item viewing and pick up.

- Pumpkin carving

On campus pumpkin carving and painting led by our Men's Committee. Always a hit.

November

- Spotty Fundraiser

Our student fundraiser. Students can be sponsored by parents, extended family, friends, neighbors etc. and raise money by completing laps. Part pep-rally, part fun run. The kids love this event.

- Literacy night/Winter Program

A family event with activities for all ages and a performance by each grade level.

December

- Spotty Mart

Students have the opportunity to buy Christmas gifts for their friends and family at an on campus store.

January

- International Fest / iFest

Each grade level is transformed into an exotic location. Students and their families are invited to visit each country to learn a new culture and try a new cuisine.

- STEAM Week

A mix of presentations and hands-on activities throughout the week focused on Science, Technology, Engineering, Arts and Math

February

- Durham Gala, an adults-only fundraiser

Last fundraiser of the year- drinks, dinner, entertainment, and dancing.

April

- Durham's Got Talent Show

Students perform and submit videos to a panel of judges. Winners are chosen and move on to a live performance competition usually during Spring Fling.

- Spring Fling Festival

Outdoor family event with lots of fun activities for all ages. Maybe this will be the year Principal Flores gets dunked in the dunking booth!

May

- Staff Appreciation Week

Week dedicated to faculty and staff to celebrate all of their hard work throughout the year. Lunches, gifts, cards, decorations, restocking the teacher's lounge, etc.

June

- PTA volunteer appreciation dinner

End of year dinner for all those who gave their support during the year.

Committee Chair Updates

VP1

Student Engagement, Community
Engagement, & Communication

Spring Fling
Durham's Got Talent
MENTors
Campus Beautification
Book Fair

VP2

Membership & Hospitality

Volunteers
Membership
Hospitality
Room Parents

VP3

Fundraising

Spirit Nights
Silent Auction (fall)
Spirit Wear
Gala (spring)

Special Committees

Bylaw & Standing Rules Refresh
Financial Reconciliation Committee

2022-2023 Academic Calendar

Houston Independent School District

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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29	30	31				




February 2023						
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March 2023						
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April 2023						
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30						

May 2023						
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June 2023						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Key		Holidays	
	Holidays	September 5, 2022	Labor Day
	Teacher Preparation Days (no students)	October 5, 2022	Fall Holiday
	Teacher Service Days (no students)	November 21-25, 2022	Thanksgiving Break
School Day Start and End Times		December 22-January 4, 2023	Winter Break
		January 16, 2023	MLK Day
		March 13-17, 2023	Spring Break
		March 31, 2023	Chavez-Huerta Day
		April 7, 2023	Spring Holiday
Significant Dates		April 21, 2023	Spring Holiday
		May 29, 2023	Memorial Day
		Grading Periods	
		Six Weeks	
		Aug. 22-Sept. 30	October 8, 2022
August 8, 2022	Teachers report to work	Oct. 3- Nov. 11	November 18, 2022
August 22, 2022	First day of school	Nov. 14-Dec. 21	January 9, 2023
December 21, 2022	Last day of first semester	Jan. 9-Feb.24	March 3, 2023
January 9, 2023	First day of second semester	Feb. 27-Apr. 14	April 20, 2023
May 31, 2023	Last day of school for students	Apr. 10-May 31	May 31, 2023 (K-8/MS)
June 1, 2023	Last day for teachers	Nine Weeks	June 7, 2023 (HS)
		Aug. 22-Oct. 21	Oct. 28, 2022



Durham Elementary School Uniform Dress Code



Durham's school community has set high standards for appropriate school attire and personal cleanliness. The students' appearance can influence behavior and affect the learning environment. Below are the required uniform guidelines:

					
Red Polo (Solid or w/School Logo)	Navy Polo (Solid or w/School Logo)	Baby Blue Polo (Solid or w/School Logo)	Red Durham Logo T-Shirt	Navy Durham Logo T-Shirt	Baby Blue Durham Logo T-Shirt
					
Denim Blue Jean Pant/Short/Jeggings (No Cargo pockets or Decorations)	Khaki/Navy Uniform Skirt	Khaki/Navy Uniform Jumper/Romper	Khaki/Navy Uniform Pant/Khaki or Navy Jeggings (No Cargo pockets or Decorations)	Khaki/Navy Uniform Short (No Cargo pockets or Decorations)	

Shoes:

- Sneakers or closed toe shoes. Toes cannot be exposed
- No Sandals
- No Crocs
- Must wear socks/tights or leggings (Should be plain no prints or embellishments)
- Laces must be tied
- No high heel shoes or flip-flops. Shoes must be appropriate and safe for PE and Playground

Jewelry:

- For safety reasons, chain/necklace are limited to one small to medium in size
- For safety reasons, No large hoop earrings (must be smaller than a quarter)

Grooming Habits:

- Hair must be neat, clean, and well-groomed. Hair style/color must not create disruptions or distractions nor disrupt the view of the child.
- Make-up and acrylic nails are not allowed to be worn at school for health and safety reasons.
- Hats may not be worn in the school building unless it is during a Durham sponsored event.

Friday:

- College shirt or Durham spirit (Field Day, IB, I-Fest) shirts may be worn on **FRIDAYS ONLY** with Jeans. Otherwise students are expected to be in uniform.
- Students will have the opportunity to earn Free Dress Friday passes allowing them to wear school appropriate free choice clothing on specified days.

Consequence:

- Students **not** wearing the school uniform will be asked to change. Parents will be called and asked to bring a change of clothing to school.
- Students habitually (3 or more times) out of uniform can be excluded from the opportunity to participate in free dress days.

We want to encourage parents to donate your child's gently used school uniforms that your child no longer wears to Durham. With your uniform donations, we will establish an exchange program at Durham which will assist other families in meeting Durham's uniform requirements, allowing students to return to class so they do not miss instruction.

Appropriateness of clothing and hairstyles will be determined by school administrators.



Steps to Become A VIPS Volunteer

Volunteers will complete these steps each school year to become an APPROVED VIPS volunteer.

• 1

Complete the online volunteer orientation and review all necessary acknowledgments (Receipt of handbook, Code of Civility, and Code of Ethics and Confidentiality Statement).



• 2

Complete the VIPS Volunteer Application in Raptor 6 and agree to the Annual Background Check. You will be able to select the school(s) where you wish to volunteer and identify activities that you would like to participate in at the campus.

• 3

Once your application is completed you will receive a confirmation of receipt email from **donotreply@raptortech.com**. Your background will be processed within 3-5 business days.

• 4

Once you are APPROVED you will receive an approval email from **donotreply@raptortech.com** email regarding your approved status. You will have the option to create your own personal Raptor Portal Volunteer Account to be able to track your volunteer hours.

• 5

You are all set to volunteer in any HISD school for the current school year. Enjoy knowing your investment of time and interest is making a difference for students!

**ENROLL FOR
AFTER SCHOOL
CARE @
DURHAM
2022-2023**

after3
after school program

WELCOME!

After 3 ASP has teamed up with Durham Elementary to provide daily on-site after school care that is convenient, safe and fun!

DAILY ACTIVITIES

Your child will enjoy a daily snack followed by four engaging rotations and the option to add on exciting enrichment classes.

Daily rotations include:

Homework Time | Free Exploration |
S.T.E.A.M Based Curriculum Activities
and Active Play



TUITION

\$295/month
(employee and sibling discounts)

Registration Fee:
\$50 (non-refundable)

HOURS

All scheduled school
days from school
dismissal
to 6:30 P.M.



ENRICHMENT

Art, Chess, Dance,
Martial Arts,
Music, Sports
and more!



LEARN MORE

713-269-5936
after3asp@gmail.com



REGISTER

**REGISTRATION OPENS
MAY 1ST!**

Register online at
www.after3asp.com